

**PAY DIFFERENTIAL 14
BILINGUAL DIFFERENTIAL PAY – ALL BARGAINING UNITS
AND EXCLUDED EMPLOYEES**

Established: 01/06/77

Revised: 07/01/98, 07/01/99, 07/01/01, 07/01/03, 01/01/11, 04/01/11

CLASS TITLE	CB/ID	RATE	EFFECTIVE DATE	DEPARTMENT
Rank and File:				
All Classes	05	\$100	07/01/01	California Highway Patrol
	19	\$100	07/01/98	All Departments
	01, 02, 03, 04, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21,	\$100	07/01/99	
Excluded:				
All Classes	All BUs	\$100	07/01/99	All Departments
	S05 and M05	\$100	07/01/01	California Highway Patrol

RATE	EARNINGS ID
An employee meeting the bilingual differential pay criteria during the entire pay period would receive the rate above per pay period, including holidays.	8B (Monthly) 8B1 (Pro-Rated) 8B2 (Hourly) 8B3 (Daily)
Employees would receive a \$.58 per hour based on \$100.	
Employees would receive \$4.62 per day based on \$100.	

CRITERIA
<ul style="list-style-type: none"> An individual must be in a position that has been certified by the department as a position requiring the use of bilingual skills on a continuing basis averaging 10 percent of the time. Use of bilingual skills includes any combination of conversational, interpretational, or translation work. The 10 percent time standard is calculated based on the time spent conversing, interpreting, or transcribing in a second language and time spent on closely related activities performed directly in conjunction with the specific bilingual transactions. Employees in Bargaining Unit 06 are entitled to receive bilingual pay provided the employee has passed the State's bilingual proficiency exam and has been required by a supervisor to use bilingual skills on a continuing basis. The position must be in a work setting where bilingual skills are required to meet the needs of the public in either: <ul style="list-style-type: none"> A direct public contact position; A hospital or institutional setting dealing with patient or inmate needs; A position utilized to perform interpretation, translation, or specialized bilingual activities for the department and its clients. Where organizationally feasible, departments must centralize the bilingual responsibility in as few positions as possible.

CRITERIA - CONTINUED

- Departments must immediately notify the State Controller's Office in any case where, through a duty change or other reason, the employee is not eligible for continued bilingual pay. (In cases where the employee leaves the position, the bilingual pay will be discontinued until recertification by the department that the position meets the bilingual standards.)
 - Employees, regardless of the time base or tenure, who use their bilingual skills more than 10 percent of the time on a continuing basis and are approved by the department will receive the bilingual differential pay on a regular basis.
 - Employees working in positions which qualify for regular bilingual differential pay as authorized by the department may receive the appropriate pay during periods of paid time off and absences (e.g., sick leave, vacation, holidays, etc.).
 - Employees will be eligible to receive the bilingual differential payments on the date the department approves the departmental pay request.*
 - Employees receiving regular bilingual differential pay will have their transfer rights determined from the maximum step of the salary range for their class. Incumbents receiving bilingual pay will have the same transfer opportunities that other class incumbents are provided.
 - Public Safety Dispatcher, California Highway Patrol; Public Safety Operator, California Highway Patrol; and Public Safety Dispatch Supervisor I/II, California Highway Patrol; certified bilingual who is assigned to a Communications Center/ Command with a demonstrated need as determined by the Department, which requires the use of the employee's bilingual skill.
- The bilingual premium is not authorized upon transfer to a location that is not designated as one requiring bilingual skills. Communications Operators and Supervisors will not be eligible to receive the bilingual premium when Communications Centers/Commands lose their designated position(s) status.
- All departments are required to maintain information and document files of all positions qualified to receive bilingual pay for audit purposes.

FOR ALL CLASSES: IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:

PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURES ARE ELIGIBLE	Yes
SUBJECT TO PERS DEDUCTION	Yes

FOR ALL CLASSES: INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY

OVERTIME	No/Yes (FLSA)
IDL	Yes
EIDL	Yes
NDI	Yes
SDI	Yes
LUMP SUM VACATION	Yes
LUMP SUM SICK	Yes
LUMP SUM EXTRA	Yes

* Exception: The effective date may be retroactive up to 60 days when the incumbent's duties are changed to include the use of bilingual skills.